

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 4 January 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report # 1  
28 December - 3 January 1956

## I. SIGNIFICANT ITEMS

None

## II. OTHER ACTIVITIES

1. The present status of available OTR training materials is currently in a depleted state. The multiple copies of the Phase II materials, approximately 100 pieces, which were reproduced in bulk for overseas use are in many instances now available in only a single copy. The following comments have been submitted to C/ISB from the Library Section/ISB:

"At that time several other people had requested copies of the various materials, and as a result, ISB reproduced various of the items in bulk.

"These materials are not in proper order--there are separate lecture outlines without the narrative, or in some instances two outlines cover the same subject; none of the material is dated and it is, generally speaking, a hit and miss mass of material. Several of the items are so unclear they should not be distributed.

"If the material forwarded   for the GMT Course is to be considered draft material not suitable for reproduction, isn't it possible that the   material, prepared to fill a rush request, should be put in proper form before it is rerun for use in filling overseas requests for training materials?

"It is suggested that the Chief, Operations School, be asked for his ideas in this connection before any of the Phase II material is rerun."

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An understanding should be reached by C/OS concerning the reproduction of proper training materials for overseas use by the DD/P. The present situation of available materials on hand has been depleted to such an extent that soon there shall be little training material for ISB to distribute overseas.

2. Reproduction and Printing

a. Catalog of Courses, Revisions, November 1955, all catalog issues. Catalog revisions for TR 100-1, TR 101-1 and TR 200-1 have been distributed.

b. Studies in Intelligence, Issue No. 2. Linotype proofs of the text will be received the week of 3 January 1956; the proofs will be received, checked [ ] and returned to PSD/LO for a printing-run of 1500 copies.

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c. Instructors' Guide to Current References. The 27 December issue of the Guide has been received from PSD/LO and distributed.

3. Bibliographies and Research

a. Bibliography of materials dealing with Africa. [ ] [ ] will review the collected materials; the text will be ready to be processed through PSD/LO for printing on 16 January.

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b. Manual for Intelligence Officers. [ ] FI/Plans Staff is compiling the necessary materials for the manual; the completion date is set for Spring 1956.

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c. Interrogation. Materials are being procured for the planned reserve officers course--requested [ ] P&PS/TR.

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4. Support of [ ]

a. The production of five sterile map sheets--the final plates and overlays have been checked and approved by C/ISB. The Cartographic Branch/ORR has set up a delivery date of 15 January for the final printed maps, 1000 copies each.

b. Request has been received from FE/[ ] for the lamination of five training films to be used [ ] FE [ ] is proceeding to obtain Vietnamese translations made of the scripts of the requested films. FE/[ ] will also furnish the Vietnamese language specialists to transcribe the language commentary onto tape and the magnetic lamination. ISB will provide technical assistance and personnel. The necessary arrangements have been discussed with [ ] FE [ ]

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